



DEPARTMENTS OF THE ARMY AND AIR FORCE

HEADQUARTERS, MONTANA NATIONAL GUARD

P.O Box 4789 (1900 Williams Street)  
Ft Harrison, Montana 59636-4789

HRO

DATE 03 November 2006

**HUMAN RESOURCES MANAGEMENT OFFICE**  
**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-312**  
**CLOSING DATE 17 November 2006**

**BARGAINING UNIT** POSITION: **Materials Handler, WG-6907-06**

SALARY RANGE: WG-06: \$16.68 PH - \$19.46 PH (per hour)

LOCATION: USPFO, Helena, Montana

SELECTING OFFICIAL: SFC Darrell Stipcich

**APPOINTMENT FACTORS**

EXCEPTED ☒ OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

**Maximum Military Grade: E-7**

**COMPATIBILITY:** CMF/MOS: 63, 89, 92, 77F, 88M/N/Y/Z

NON-SUPERVISORY ☒ PERMANENT ☒ TEMP ☐

**AREA OF CONSIDERATION**

**AREA I APPLICANTS WILL BE CONSIDERED FIRST**

- ☒ AREA I All excepted permanent technicians in the Montana ARMY National Guard.
- ☒ AREA II All members of the Montana ARMY National Guard or those eligible for membership.

**NATIONAL GUARD MEMBERSHIP REQUIRED:** Prior to filling any excepted position, an individual must be a member of the Montana Army National Guard. The selectee must possess or obtain and be assigned to an AFSC/MOS/SSI's indicated above. Applicants must possess or be able to obtain a SECRET clearance (unless otherwise specified in Enclosure 1). Failure to meet these requirements will result in loss of employment.

Acceptance of position will cause termination from the Selected Reserve Incentive Program (Loan Repayment and Bonus programs) with or without recoupment.

**SUMMARY OF DUTIES:** If applicants desire, a copy of the Position Description (PD) can be obtained from the HRO. A brief statement of duties from Position Description No. 70165000 follows: The purpose of this position is to oversee one or more product lines, a segment of a large warehouse, or serve as the senior employee in a smaller warehouse or supply facility. Performs a full range of warehousing activities to include; receiving, storing, selecting and shipping bulk and bin materials and equipment. Coordinates incoming and outgoing shipments and placement of materials within docking area. Prepares inventory and production reports, screens and identifies shipping and receiving documents for discrepancies, and directs shipments to shipping or storage areas.

**PRE-EMPLOYMENT PHYSICAL:** Prior to full-time employment, selected individual must complete and pass a pre-placement physical examination.

**PROMOTION POTENTIAL:** None.

**EVALUATIONS AND RANKING CANDIDATES:** All applications must reflect your current and past employment data as well as all duty assignments, qualifications, education and training **as they relate to the basic eligibility factors of Knowledge, Skill, and Ability (KSA's), General and Specialized Experience requirements outlined in Enclosure 1 of this announcement.** Complete and accurate data is essential to insure fair evaluation of candidates. Your application will be the basis for ranking these factors: (3 to 8 KSA FACTORS WILL BE USED). If more than five (5) qualified applicants apply, the evaluation procedures in Article Seven (7) of the negotiated contract applies to Area I applicants. The State Merit Promotion Plan (DMAMT (AR) Regulation 690-335) applies to AREA II applicants. **THIS IS A BARGAINING UNIT POSITION.**

**PCS FUNDS NOT AUTHORIZED.**

**EQUAL OPPORTUNITY:** THE MONTANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. SELECTION FOR THIS POSITION WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, AGE, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR ANY OTHER NON-MERIT FACTOR.

**INSTRUCTIONS FOR APPLYING:** Current Technicians (Area I) **must** submit a DMAMT Form 690-1-E, continuation pages may be included. The HRO will use DMAMT Form 690-1-E to establish your basic eligibility. Area II applicants may submit one or a combination of the following: DMAMT-690-1-E, Optional Form 612, SF 171 or any other written format. All forms and instructions are available at the HRO in Helena or Great Falls, MT. Applications will be retained by the HRO, Helena, as they are used to support this announcement. Verbal applications will not be accepted or considered. **Applications postmarked after 2400 hours on the closing date will not be considered.** **APPLICATIONS FAXED (406-324-3135) OR E-MAILED (hrojva@mtgrea.ang.af.mil) TO THE HRO WILL NOW BE CONSIDERED. USE OF GOVERNMENT ENVELOPES AND POSTAGE FOR MAILING OF JOB APPLICATIONS IS PROHIBITED.** Applicants may request a personal or telephone interview, and should indicate this on their applications. Applicants will be notified as to date, time, and place of interview. Applications will be sent to: **THE ADJUTANT GENERAL, STATE OF MONTANA, ATTN: HRO-STAFFING, PO Box 4789, FT HARRISON, MT. 59636-4789.** Please call (406) 324-3121/3133/3138, DSN: 324-3121/3133/3138 for any additional information or clarification of application procedures. For application/forms and a list of open job vacancy announcements visit our webpage at:

**[WWW.DMA.MT.GOV/HRO/](http://WWW.DMA.MT.GOV/HRO/)**

**REMINDER:** A male applicant selected for a new appointment who was born after 31 Dec 1959 must be registered with Selective Service and must have signed the pre-appointment certification statement for Selective Service registration prior to appointment with the Federal Government. This position is Title 32 (Excepted Civil Service), not Title 5 (Competitive Civil Service). National Guard Technicians of the Montana National Guard are employed under the authority of Title 32 USC 709, and as such are subject to appellant provisions of Title 32.

FOR THE ADJUTANT GENERAL:

TROY A. FROST, LTC, MT NG  
Human Resource Officer

**TECHNICIAN VACANCY ANNOUNCEMENT NUMBER 07-312**

**BASIC ELIGIBILITY FACTORS:** Document prior experience, education, and training relating to each KNOWLEDGE, SKILL, AND ABILITY (KSA's), General, and Specialized Experience requirements.

**KSA'S FOR MATERIALS HANDLER, WG-6907-06, 70165000**

1. Skill in receiving, identifying, checking general condition, and processing incoming materials and equipment.
2. Ability to complete appropriate receipts, shipment and issue documents.
3. Knowledge of safeguarding, pilferage protection, and convenient storage locations.
4. Ability to prepare final products for shipment, distribution, or storage.

**SELECTIVE PLACEMENT FACTOR:** Must be able to operate a forklift.

**GENERAL EXPERIENCE:** General experience, education, or training which demonstrates the applicant's ability to compare item identification against receipt and issue documents.

**SPECIALIZED EXPERIENCE:** Must have 18 months of specialized experience involving receiving, storage and assembling for issue or shipment materials or equipment.

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DARRELL STIPCICH  
SFC, MT ARNG  
Materials Handler Supervisor

Enclosure 1